

ESCA- Bishkek International School

Job Description: Inclusive Education Coordinator

Bishkek International School is a non-profit community school providing excellent international education in a safe, supportive and friendly environment. The school opened in September 2011 and now has over 180 students with more students joining every term. Sixty percent of our students are American, Asian and European citizens, children of employees of embassies, international organizations and international business or NGOs. Forty percent of students are Kyrgyz citizens. The school welcomes all students regardless of ability, gender, ethnicity, language, or religious belief and everyone is encouraged to take part in all school activities. As an IB World School offering the IB Diploma, we are also in the authorisation process for IB PYP and IB MYP and have Cambridge International Examinations Accreditation for the IGCSE programme.

The Inclusive Education Coordinator has overall responsibility for adherence to the school Inclusive Education Policy, available [here](#), and for updating this policy according to school procedures, as required to improve our approach to inclusive education.

Responsibilities

1. Establish and maintain an inclusive education team from school staff and external resources so that the school can professionally address a wide range of inclusive education needs, including:
 - Autism spectrum/Asperger's syndrome
 - Learning disabilities
 - Medical conditions
 - Mental health issues
 - Multiple disabilities
 - Physical and/or sensory challenges
 - Social, emotional and behavioural difficulties
 - Specific learning difficulties
 - Speech and/or communication difficulties
2. Ensure provision of prevention, assessment and remediation services for students who may exhibit difficulties in any of these areas.
3. Develop treatment plans, interventions and education materials for the purpose of minimizing the adverse impact of identified needs.
4. Create and implement Individualized Educational Programs (IEPs) for SEN students.
5. Collaborate with school staff, including teachers and Management Board, to best meet the needs of all students.
6. Provide professional support in one (or more) of the key areas (for example in language, speech, voice and fluency)
7. Maintain records and prepare periodic reports. Organize and manage extra-curricular activities that promote positive interactions and language development among students of all ages.
8. Maintain knowledge of current theory and practice and undertake professional training in liaison with the Management Board.

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9. Act in accordance with the budgets, policies, procedures, directions and decisions of the school management.
10. Act as ambassador for the school and act in a manner that upholds the values and ethos of the school at all times.
11. Maintain high quality standards in all areas of the school.
12. Any other tasks as decided by management that contributes to the provision of quality education for children or the effective development of the School.

Reporting

Report to the Management Board, primarily to the Head of Primary School.

Timing & Duration

The position is available starting 25 August 2017. This is a full time or part-time long-term position.

Remuneration

Salary and benefits are competitive.

Requirements

- University Degree in an area related to special needs or inclusive education.
- Proven experience of working in inclusive education in the education sector
- Genuine enjoyment of working with students and proven ability to enable a wide range of students to develop their academic and social potential
- Ability to plan strategically, to set and meet deadlines and to implement plans
- Capable of developing new inclusive education programmes
- Excellent interpersonal, team leadership and membership skills
- Able to communicate well with students, staff and parents and to gain their confidence and respect
- A commitment to Professional Development
- Near native fluency in spoken and written English

Desirables

- Familiarity with the IB Middle Years Programme (MYP), Cambridge IGCSE, IB Diploma
- Other European and Central Asia language skills

Application

- Send your application in English by email to hr@esca.kg
- Include: (i) a brief cover letter summarizing your suitability for the post and the reason for applying; (ii) your CV; (iii) a list of three referees with contact details.

Deadline for Applications

Interviews and appointment will be arranged as soon as appropriate applications are received. Early application is advised.